

Muratec F116P Installation and Training Guide

Place a check beside each step taken.

Installation:

- _____ 1. Remove all tape and packing materials. (**Basic setup_22 in manual**).
- _____ 2. Connect handset to unit. Plug phone line into machine. Press On-hook dial to verify presence of dial tone. (**Basic setup_22**)
- _____ 3. Install printing supplies and paper. (**Basic Setup_25, Media and tray_28-30**)
- _____ 4. Make a copy to test unit (**Copying_31**). Send a fax and receive a fax (**Faxing_33**).
- _____ 5. Print the configuration page by pressing **Menu** until the display registers [**Reports**]. Press the right arrow key until [**Configuration**] is displayed. Press [**OK**].

Training:

- _____ 1. Show customer how to program the date and time (**Basic setup_23**).
- _____ 2. Show customer how to program TTI and number (**Basic setup_23**).
- _____ 3. Show customer how to set paper type and size (**Media and tray_28-30**).
- _____ 4. Show customer how to set sound settings (ringer, speaker, etc.) (**Pg. 1.37-1.38**).
- _____ 5. Give customer 800 # (**1-800-347-3296**) for assistance.
- _____ 6. Instruct customer how to clear paper jams (**Troubleshooting_53-58**)

Site Name: _____

Customer signature: _____ **Date** ____/____/____

Technician signauture: _____ **Date** ____/____/____

Model No: _____ **Serial No:** _____

By signing this installation checklist, I am acknowledging that the installation and product training provided was concise and the Muratec machine and all applicable functions are operating to my satisfaction.